

## Rollins College Rollins Scholarship Online

---

Faculty Handbooks

College and Faculty Governance

---

6-2017

# Faculty Handbook Section I - General Information - Updated 6/1/2017

All Faculty  
*Rollins College*

Follow this and additional works at: <http://scholarship.rollins.edu/handbooks>

---

### Recommended Citation

All Faculty, "Faculty Handbook Section I - General Information - Updated 6/1/2017" (2017). *Faculty Handbooks*. 15.  
<http://scholarship.rollins.edu/handbooks/15>

This Article is brought to you for free and open access by the College and Faculty Governance at Rollins Scholarship Online. It has been accepted for inclusion in Faculty Handbooks by an authorized administrator of Rollins Scholarship Online. For more information, please contact [rwalton@rollins.edu](mailto:rwalton@rollins.edu).



# ROLLINS

# FACULTY HANDBOOK

## ALL FACULTY OF ROLLINS COLLEGE

### SECTION I: ALL FACULTY OF THE COLLEGE GENERAL INFORMATION

This section includes descriptions and practices that apply to all faculty of Rollins College.

#### TABLE OF CONTENTS

##### **A. INTRODUCTION**

[Description of Rollins College](#)

[Accreditation](#)

[Mission](#)

##### **B. ADMINISTRATION**

[Board of Trustees](#)

[President](#)

[Vice President, Academic Affairs|Provost](#)

[Vice President, Business & Finance|Treasurer](#)

[Vice President, Enrollment Management &  
Marketing](#)

[Vice President, Institutional Advancement](#)

[Vice President, Student Affairs](#)

[Dean of Religious Life](#)

##### **C. PROGRAMS, SERVICES & RESOURCES**

[Academic Regalia](#)

[Alumni Association](#)

[Arts at Rollins College](#)

[Archives, Special Collections, & Records  
Management](#)

[Athletics & Athletic Facilities](#)

[Background Checks](#)

[Bookstore](#)

[Bursar](#)

[Campus Safety](#)

[Center for Career & Life Planning \(CCLP\)](#)

[Center for Inclusion & Campus Involvement \(CICI\)](#)

[Center for Leadership & Community Engagement](#)

[Classroom Technology](#)

[College Directory](#)

[Community Standards & Responsibility](#)

[Dean of Students/Student Care](#)

[Dining Service & Catering](#)

[Disability Services](#)

[Duplication & Print Services](#)

[Edyth Bush Institute for Philanthropy & Nonprofit](#)

[Leadership](#)

[Facilities Management](#)

[Fraternity & Sorority Life](#)

[Information Technology](#)

[International Programs](#)

[International Student & Scholar Services](#)

[Library Facilities](#)

[Lost & Found](#)

[Lucy Cross Center for Women & Their Allies](#)

[Mail Services](#)

[Marketing & Communications](#)

[Meeting Rooms & Campus Facilities \(Scheduling\)](#)

[Notaries](#)

[Parking & Traffic Regulations](#)

[Payroll](#)

[Pre-Collegiate Programs](#)

[Purchasing](#)

[Religious Life](#)

[Residential Life & Explorations](#)

[Student Media](#)

[Tutoring & Writing Center](#)

[Title IX](#)

[Wellness Center](#)

[WPRK-FM](#)

## A. INTRODUCTION TO ROLLINS COLLEGE

### DESCRIPTION OF ROLLINS COLLEGE

Rollins College is among the nation's finest comprehensive liberal arts colleges. Founded in 1885 by New England Congregationalists who sought to bring education to the Florida frontier, Rollins is the oldest recognized college in Florida. Throughout its history, the College has been an independent, four-year, non-sectarian, coeducational institution. It is supported through tuition; gifts from alumni, friends, foundations, and corporations; and income from investments.

The College is located in Winter Park, an attractive residential community adjacent to the city of Orlando. Fifty miles from the Atlantic Ocean and 70 miles from the Gulf of Mexico, the 70-acre campus is bounded by Lake Virginia to the east and south. A traditional Spanish-Mediterranean architecture characterizes the College's facilities.

The Artium Baccalaureus and Artium Baccalaureus Honoris degrees are offered by the College of Liberal Arts. The Hamilton Holt School offers late-afternoon and evening courses leading to baccalaureate degrees and master's degrees in counseling, education, human resources, liberal studies, teaching, behavior and analysis and clinical science, health services, and public health.

The Roy E. Crummer Graduate School of Business offers Master of Business Administration (MBA) degrees for both full-time and part-time students, and an Executive Doctorate in Business Administration (EDBA). Information on these associated divisions may be found in their respective catalogues.

The following information may be found on the Rollins website.

Campus Description <http://www.rollins.edu/about-rollins/at-a-glance/index.html>

A Brief History of Rollins <http://www.rollins.edu/about-rollins/at-a-glance/index.html>

Facts and Figures <http://www.rollins.edu/about-rollins/at-a-glance/facts-figures.html>

### ACCREDITATION

For information on the College external accreditations and accrediting bodies please see <http://www.rollins.edu/about-rollins/accreditation/index.html>.

### MISSION STATEMENT

Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

Rollins is a comprehensive liberal arts college. Rollins is nationally recognized for its distinctive undergraduate and selected graduate programs. We provide opportunities to explore diverse intellectual, spiritual, and aesthetic traditions. We are dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship. We value excellence in teaching and rigorous, transformative education in a healthy, responsive, and inclusive environment.

*Approved by the Board of Trustees, May 9, 2014*

## **B. ADMINISTRATION OF ROLLINS COLLEGE**

### **BOARD OF TRUSTEES**

Rollins College is governed by a Board of Trustees consisting of 19 to 35 members, including the President ex officio. Three Trustees are nominated by the Alumni Association of the College, and currently a representative of Rollins parents may serve as a Trustee as well. The College Bylaws describe the composition and duties of the Board of Trustees.

For additional information see:

The President's website <http://scholarship.rollins.edu/collegebylaws/1/>

List of Trustees website <http://www.rollins.edu/president/board-of-trustees/index.html>

### **PRESIDENT**

The President is the chief executive officer of the College, serving at the pleasure of the Board of Trustees. The President is responsible for the welfare of the College and the orderly and prudent conduct of its affairs. The authority of the President is set forth in the Charter and Bylaws of the College. The Bylaws require that the President be a member of the faculty with the rank of Professor. The President's website is <http://www.rollins.edu/president/index.html>.

### **VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST**

The Provost is the chief academic officer and a Vice President, responsible for administering the educational program, for making faculty appointments, for coordinating all academic activities of the College, for overseeing institutional and faculty research, for facilitating budgetary and institutional planning, and for maintaining the academic standards of the College. The President may charge the Provost with other related duties. A list of further areas of responsibility and who reports to the VPAA/Provost can be found at <http://www.rollins.edu/provost/>.

### **VICE PRESIDENT FOR BUSINESS AND FINANCE AND TREASURER**

The Vice President for Business and Finance also serves as Treasurer of the College. The Vice President and Treasurer is the chief financial and business officer whose responsibilities include: the development of policy and strategy for, and oversight of, the College's financial systems, business operations, audit, and employee relations. A list of further responsibilities and who reports to the VPBF/Treasurer's areas of responsibility can be found at <http://www.rollins.edu/treasurer/>.

### **VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND MARKETING**

The vice president of enrollment management and marketing provides dynamic leadership and strategic oversight of the offices of undergraduate admissions, financial aid, and marketing and communications. For further information please see <http://www.rollins.edu/admission>, <http://www.rollins.edu/financial-aid/>, and <http://www.rollins.edu/marketing-communications/>.

### **VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT**

The Vice President for Institutional Advancement is responsible for the external affairs of the College, including fund-raising, public relations, donor and external relations, and alumni affairs. A list of further responsibilities and who reports to the VPIA can be found at <http://www.rollins.edu/institutional-advancement/>.

### **VICE PRESIDENT FOR STUDENT AFFAIRS**

The Vice President for Student Affairs is responsible for the Division of Student Affairs at Rollins College, which advances the mission of the College by collaborating with the faculty in creating and maintaining

an environment that fosters intellectual, social, and personal learning and growth for students. For additional information, please see <http://www.rollins.edu/student-affairs/>.

#### **DEAN OF RELIGIOUS LIFE**

Reporting to the Vice President for Student Affairs, the Dean of Religious Life is a collaborative educator who provides spiritual guidance to the campus community, encourages and mentors students in their spiritual development, and advances the mission of the College to educate students for global citizenship and responsible leadership, from the lens of spiritual and religious inquiry, exploration, and appreciation. The Dean serves as a steward for the Knowles Memorial Chapel space. For additional information on the Chapel, please see <http://www.rollins.edu/chapel/>.

## **C. PROGRAMS, SERVICES AND RESOURCES**

### **ACADEMIC REGALIA**

Faculty play an important role at Convocation and Commencement and are urged to participate, wearing full academic regalia. For these occasions the Rice Family Bookstore will arrange to rent caps and gowns for faculty without charge, provided the request is made in advance. It is anticipated that faculty members will own hoods indicating the highest degree earned. Faculty may also purchase regalia through the bookstore. The bookstore's website is <http://www.rollins.edu/bookstore/>.

### **ALUMNI ASSOCIATION**

The purpose of the Rollins College Alumni Association is to stimulate the interest of alumni and engage them in support of the Rollins College family. The mission of the Alumni Association is to keep alumni "Connected for Life." The vision of the Alumni Association is Alumni connected to Alumni, Alumni connected to the College, and Alumni connected to the Association. The Alumni Associations for the College of Liberal Arts and the Hamilton Holt School are described at <http://www.rollins.edu/alumni/>. The Crummer Alumni Association is described at <http://www.rollins.edu/business/alumni/>.

### **ARTS AT ROLLINS COLLEGE**

Rollins has long been a major contributor to the cultural life of Winter Park and the larger Central Florida community. In addition to several fine lecture series, the College offers cultural opportunities, described at <http://www.rollins.edu/arts-culture/>. These include the Annie Russell and Fred Stone Theatres; the Bach Festival Society of Winter Park; the George D. and Harriet W. Cornell Fine Arts Museum (CFAM); Music at Rollins; the Winter Park Institute; Winter with the Writers, a Festival of the Literary Arts; and Arts at The Alford Inn.

### **ARCHIVES, SPECIAL COLLECTIONS AND RECORDS MANAGEMENT**

The College Archives are the official depository for all College records and publications having permanent value. Use of some items is restricted for legal or internal reasons. The College Archives and Special Collections Department is housed on the first floor of the Olin Library. For descriptions of the collections and access to the Digital Collections, please see <http://www.rollins.edu/library/archives/index.html>.

### **ATHLETICS AND ATHLETIC FACILITIES**

Rollins participates in NCAA Division II in many sports and intramural sports are also an important part of the Rollins student experience. The Rollins Sports website <http://www.rollinssports.com> provides additional information.

All of the athletic facilities of the College are available for all current students, faculty, and staff use only. Because it is the philosophy of the College that physical education programs required by the curriculum should have priority over other uses of athletic facilities, it is necessary that use of the facilities be carefully and fairly scheduled. The schedules and regulations for the use of the facilities, such as the Alford Sports Center and Alford Swimming Pool are the coordinated responsibilities of the athletic department as well as the Scheduling and Events Service office. Information of current policies concerning the use of athletic facilities can be obtained from the office of the Department of Physical Education and Athletics. Hours for facilities can be found at:

[http://www.rollinssports.com/ViewArticle.dbml?ATCLID=1556031&DB\\_OEM\\_ID=19500&DB\\_OEM\\_ID=19500](http://www.rollinssports.com/ViewArticle.dbml?ATCLID=1556031&DB_OEM_ID=19500&DB_OEM_ID=19500).

## BACKGROUND CHECKS

All new faculty must authorize a criminal background check. This authorization takes place electronically via True Screen, Rollins' background check partner. This process is described at:

<http://www.rollins.edu/human-resources/working-at-rollins/criminal-background-checks.html>.

## BOOKSTORE

Located on Fairbanks Avenue, the Rollins College Rice Family Bookstore features not only textbooks, but also an expanded trade book section featuring faculty author titles, discounted reference books, bestsellers, and magazines. Look for a complete line of Rollins merchandise, such as t-shirts, sweatshirts, polo style shirts, desk accessories, and car decals. Discounted software is available to all students and faculty members. The bookstore also has convenient special ordering for titles not in stock. The bookstore also facilitates special events featuring faculty, staff, students, and other members of the Rollins Community. Please contact the store manager if interested in hosting an event or fundraiser in the store. The website for the bookstore is <http://www.rollins.edu/bookstore/>.

## BURSAR

The Bursar's Office provides student account and billing information; receives payments for tuition, fees and miscellaneous campus charges; provides collection of delinquent accounts; delivers refunds and financial aid residuals after disbursement. The office also provides deposit, merchant and cashiering services for departments of Rollins College. Faculty and staff may cash a check with the Bursar Cashier for up to \$100 a day. The office is located in the Warren Administration Building on the 2nd floor. For further information about the bursar, check <http://www.rollins.edu/bursar/index.html>.

## CAMPUS SAFETY

The Rollins College's Office of Campus Safety is located on the first floor of the Facilities Management Building. Service is provided 24-hours a day, and is an integral part of the College's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many departments and community organizations. Its goals, responsibilities and services are described in detail on its website at <http://www.rollins.edu/campus-safety/>.

Officers patrol campus on foot, by bicycle, and in vehicles. Officers have jurisdiction over any Rollins College on campus and non-campus property. Several officers and a supervisor are on duty each shift. The Office of Campus Safety is staffed 24-hours a day with trained dispatch officers and operators who answer calls for service, direct staff, and dispatch emergency services to incidents and fire alarms. You can reach a member of the staff at either 407-646-2999 or [security@listserv.rollins.edu](mailto:security@listserv.rollins.edu)

## CENTER FOR CAREER AND LIFE PLANNING (CCLP)

The Center for Career and Life Planning offers a variety of services and resources to Rollins students, alumni, staff, faculty, parents and employers designed to reinforce the personal, social, and intellectual development fostered by a liberal arts education. Career Development, Experiential Learning (internships, student employment), and Career Integration Initiatives (R-Compass and Rollins Foundations in the Liberal Arts, rFLA) are housed in this alignment offering combined resources and services. Additional information for undergraduate students is available at <http://www.rollins.edu/career-life-planning/>. Crummer School graduate students should consult <http://www.rollins.edu/business/career-development/>.

## CENTER FOR INCLUSION AND CAMPUS INVOLVEMENT (CICI)

The Center for Inclusion & Campus strives to create and foster learning environments for students to gain awareness of self and others, discover leadership as an action and value the responsibility to contribute



positively to the campus and greater community. CICI works collaboratively with faculty, staff, and students for diversity and inclusion initiatives, student organizations, and large-scale campus programming. More information about the Center can be found at <http://www.rollins.edu/inclusion-and-campus-involvement/>.

### **CENTER FOR LEADERSHIP AND COMMUNITY ENGAGEMENT (CLCE)**

CLCE inspires action and cultivates positive social change through leadership development and community engagement. CLCE utilizes service-learning courses, leadership development, community service, innovative immersion programs, and academic resources to foster a community committed to educating and empowering global citizens, responsible leaders, and lifelong learners. More information about the Center can be found at <http://www.rollins.edu/leadership-community-engagement/>.

### **CLASSROOM TECHNOLOGY**

Classroom Technology is responsible for scheduling, delivery, maintenance, updating and instruction regarding the equipment that is installed in the classrooms. For more information, please see <http://www.rollins.edu/it/classroom-technology/>.

### **COLLEGE DIRECTORY**

Faculty and staff members are listed in the Rollins College Campus Directory, which may be found at [https://bannerweb.rollins.edu/prod/owa/campus\\_dir.email\\_search](https://bannerweb.rollins.edu/prod/owa/campus_dir.email_search).

### **COMMUNITY STANDARDS AND RESPONSIBILITY**

The Office of Community Standards & Responsibility (CSR) promotes a fair and just community by supporting student responsibility, accountability, and ethical decision making. This office facilitates individual awareness and assist students in actively engaging as responsible members of their various communities. For more information on CSR policies, resources and forms see: <http://www.rollins.edu/community-standards-responsibility/>.

### **DEAN OF STUDENTS/CARE**

This department strives to increase student success and retention. It helps students resolve problems or concerns, and promotes initiatives that address students' care, needs, and wellbeing. The intention of the Care alignment is to build a "one-stop shop" for student and family support by serving as a resource for families, faculty, and staff. For more information, please see <http://www.rollins.edu/dean-of-students/student-care/index.html>.

### **DINING SERVICE AND CATERING**

Convenient facilities offer diverse dining options on campus. Note that summer hours differ from times when class is in session.

- **Faculty/Staff R-Card Discount.** All deposits onto an R-Card Meal Plan account receive 20% added value from the College. The meal plan can be used for food purchases at all dining locations. Online deposits may be made using Foxlink or <https://rollinscard-sp.blackboard.com/eAccounts/AnonymousHome.aspx>.
- **Choices and Hours of Operation:** <https://rollinscollege.sodexomyway.com/dining-choices/index.html>.
- **College Catering Services:** <https://rollinscollege.sodexomyway.com/catering/index.html>.
- **Catering Gift Packages:** <https://rollinscollege.sodexomyway.com/gifts/index.html>.



## **DISABILITY SERVICES**

The Office of Disabilities Services, see website at <http://www.rollins.edu/disability-services/>, works to provide quality equal access and inclusion to all students and patrons who disclose disability and accessibility needs at Rollins. Faculty should be reminded that all students requesting academic accommodations must first see the Coordinator of Disability Services to verify documentation and discuss appropriate classroom accommodations. Documentation provided by students remains confidential.

## **PRINT SERVICES AND DUPLICATION**

Photocopiers are located in administrative and academic buildings across campus. These machines are intended for small jobs (under 100 total copies), and have a variety of features including collators, document feeders, duplexing and variable reduction and enlargement. Large jobs or ones that require special services, can be handled economically through Print Services. For more information, please see <http://www.rollins.edu/print-services/index.html>.

## **EDYTH BUSH INSTITUTE FOR PHILANTHROPY AND NONPROFIT LEADERSHIP**

The Edyth Bush Institute for Philanthropy and Nonprofit Leadership strengthens nonprofit and philanthropic organizations through education and management support designed to strengthen board governance, enhance the business practices of nonprofit organizations, and expand the influence of the nonprofit sector. Each year the Philanthropy Center offers certificate programs and more than 100 workshops and events. For more information, please see <http://ebi.rollins.edu>.

## **FACILITIES MANAGEMENT**

The Facilities Management department is responsible for the following.

- Providing essential services for the successful operation of the campus including Housekeeping, Grounds (with athletic fields), Transport Services, Events Support, Collection of Trash and Recyclables, and General Maintenance.
- Coordinating and administering capital renewal projects in order to support the changing needs of the campus. These are referred to as alteration and improvement projects (A&I)'s.
- Leading and managing large construction projects.

The annual budget for the department provides funds for the maintenance and operation of existing facilities only. Funding for new facilities, capital improvement, renovations, or alterations must be sought through the capital funding approval process. Facilities will assist in furnishing cost estimates for capital improvements so that departments may include projected costs in their annual budget requests. Details as to how to obtain services are available on the Facilities website at <http://www.rollins.edu/facilities/>.

## **FRATERNITY AND SORORITY LIFE**

Fraternity and sorority life at Rollins promotes academic excellence, leadership development, service and philanthropy endeavors, self-exploration, and sister/brotherhood. For more information, please see <http://www.rollins.edu/fraternity-sorority-life/index.html>.

## **INFORMATION TECHNOLOGY**

Our campus has an excellent wired and wireless network infrastructure. Every member of the campus community is provided with an email address, and alumni may keep their addresses for life. For more information, please see <http://www.rollins.edu/it/index.html>. Information Technology provides computers for faculty use. Computers are replaced when the machine has become technically obsolete, generally

after four or five years. For more information, please see <http://www.rollins.edu/it/hardware-software/index.html>.

- **Policies.** Information Technology policies concerning use of e-mail, the Web, and computer labs are posted at <http://www.rollins.edu/it/policies/index.html>.
- **Loaners.** Loaner laptops, iPads, video cameras and other equipment is available for check-out at the Library Circulation Desk.
- **Support.** The Information Technology Department of Rollins College provides software and hardware support for both academic and administrative computational requirements. General use software, such as Microsoft Office, is fully supported. The instructional computing resources at Rollins are accessible for faculty research, publication, and teaching endeavors.
- **Help Desk.** The Help Desk may be reached at 407-628-6363. Information Technology encourages faculty to use this number to report all problems and to make requests for service.
- **Computer Labs** are described at <http://www.rollins.edu/it/labs/index.html>.
- **Purchasing Software and Hardware.** All technology purchases must be made through IT. Proper and timely planning will greatly enhance the educational experience of Rollins students when it comes to technology, so faculty should begin the process well in advance. Faculty needing special software should contact IT at least one month before the term begins. Requests for non-standard software are routed to the appropriate Dean's office for funding. Faculty may also request course software to be purchased and made available in the labs; this specialty software is generally not supported by IT staff and is funded through the appropriate Dean.
- **Foxlink.** Foxlink provides students and faculty with access to student and teaching records, and employment information. Accounts for Foxlink, as well as for the campus network, are created for new faculty when their employment paperwork is processed through the Department of Human Resources. Foxlink, Blackboard, and other accounts are described at <http://www.rollins.edu/it/accounts/index.html>.

## INSTRUCTIONAL DESIGN AND TECHNOLOGY (IDT)

Our Instructional Technologists are available to partner with faculty who are integrating technology into the curriculum. The IDT staff work with faculty on special projects, including assisting faculty in evaluating software to determine the best method for delivering instruction. For more information, see <http://www.rollins.edu/it/instructional-design-technology/index.html>. The IDT staff professionals provide many opportunities each semester for faculty to learn about new technologies. A list can be found at <http://social.rollins.edu/wpsites/idt/faculty-training-services/>.

## INTERNATIONAL PROGRAMS

The Office of International Programs oversees and coordinates all off-campus international programs and all domestic off-campus, credit-bearing programs for all Rollins students. This includes the College's approved semester programs, faculty-led summer programs, and faculty-led short-term field studies courses with international travel components. Rollins is a member of the International Partnership of Business Schools (IPBS) consortium for business dual-degree programs. More information can be found at <http://www.rollins.edu/international-programs/>.

## INTERNATIONAL STUDENT AND SCHOLAR SERVICES

The Office of International Student and Scholar Services is committed to the values and principles of international education by supporting and encouraging the enrollment of international students and engagement with international scholars at Rollins. International Student and Scholar Services provides

programs and services that support student and scholar's successful adjustment to life in the U.S. and at Rollins, as well as their compliance with immigration responsibilities. More information can be found at <http://www.rollins.edu/international-student-scholar-services/>.

## LIBRARY FACILITIES

The Olin Library, dedicated on April 17, 1985, houses books, articles, resources, special collections and archives, electronic resources, and TJ's Tutoring and Writing Consulting. The Olin Library Director reports to the Provost and is responsible for the administration of the library. The staff is composed of library faculty, professionals, technical specialists, and student assistants.

- **Rooms.** The library offers several computer labs and numerous group study rooms available on a first-come, first-served basis. Rooms may be booked at <http://www.rollins.edu/library/forms/rooms.html>.
- **Services.** Library services include an online catalog; databases and indexes; reference service and research consultation; interlibrary loan; information literacy instruction. These are described at <http://www.rollins.edu/library/services/index.html>.
- **Cooperative Agreements.** Cooperative agreements with local libraries include borrowing privileges at the University of Central Florida Library for Rollins faculty, students, and staff who are in good standing at the Olin Library. Application information can be found at <http://www.rollins.edu/library/services/alumnicommunity.html>.
- **Faculty Services.** Special services for faculty include one year check-out (all materials subject to recall and due for return or renewal by May 15th); reserve service to make library or personal materials available to students; customized information literacy instruction to meet the needs of specific classes. For more information, please see, <http://www.rollins.edu/library/forms/index.html>.
- **Collection Development.** The major portion of book collection development is via faculty requests. Requests are accepted throughout the year. Journal and digital resource collections are developed by the library faculty in close consultation with faculty from other disciplines.
- **Policies.** For details concerning library holdings, services or policies please consult the website at <http://www.rollins.edu/library/index.html>.

## LOST AND FOUND

The Campus Safety Office, see <http://www.rollins.edu/campus-safety/> for additional information, operates a lost and found service.

## THE LUCY CROSS CENTER FOR WOMEN AND THEIR ALLIES

Named after one of Rollins' first graduates, the Lucy Cross Center was established in 2010 to forward the interests of women and their allies. The Center provides an open door to women, allies, the LGBTQ+ community, and others seeking a place to talk, solve problems, or study. Located on the first floor of the Chase Building, Lucy's "doors are always open;" See <http://www.rollins.edu/lucy-cross-center/> for additional information.

## MAIL SERVICES

The Campus Post Office (407-646-2535) is located in the lower level of the Mills Memorial Center. Window service available Monday-Friday. Outgoing U.S. mail is picked up at 3:00 p.m., Monday-Friday. Personal and inter-department mail may be mailed through the Post Office; individuals are responsible for personal mail postage. The post office website is <http://www.rollins.edu/post-office/index.html>.

- **Addresses.** All faculty and staff within a department have the same four-digit campus box number. It is imperative that incoming mail be addressed as follows:  
Your Name  
Department  
Rollins College  
1000 Holt Avenue- ##### (your box number)  
Winter Park, FL 32789-4499  
  
Campus mail requires only a name and box number. Mail without a department box number may be delayed. Department mail going to the United States Postal Service (USPS) must have a Postage Request Form listing your name, department, and postage code.
- **Drop Off and Pick Up.** Each department has a drop off/pick up point that is serviced by the campus mail courier unless the department chooses to have its own designated mail delivery person. Incoming FedEx and United Parcel Service (UPS) deliveries will be delivered to your department. A FedEx drop-box (including FedEx mailing supplies) is located next to the College Warehouse (across from the Art Building). Pickup is Monday–Friday.
- **Services.** Services offered at the Campus Post Office include: first class mail express (overnight) priority (2-3 day); international parcel post media mail; certified mail; return/receipt delivery confirmation; signature confirmation; UPS; FedEx; insured mail; and stamp purchases.

## MARKETING & COMMUNICATIONS

The Office of Marketing & Communications is part of the College’s enrollment division and promotes and protects Rollins College’s reputation of excellence. But the team doesn’t do it alone. They work in partnership with other departments across campus to tell Rollins College’s story to a wide range of audiences—from the campus community and local communities here in Central Florida to people around the world. Among its many responsibilities, this office manages the content and design of the College’s official print and online communications, designs and maintains the website, aggregates College news and writes original content, manages official College social media channels, and handles media relations.

The team has in-depth knowledge about Rollins and its current communication affairs, which makes these staff members valuable partners when it comes to project strategy and execution. They’re able to shape messages and visual assets that are best targeted and understood by the intended audiences. To learn more about brand guidelines and other Marketing & Communications services, visit

<http://www.rollins.edu/marketing-communications>.

- **Marketing and Communications may reach out to you.** As a faculty member, you’re a part of Rollins College’s story and its reputation of excellence. From time to time, members from the Marketing & Communications team may reach out to you personally to request specific information about a class you’re teaching, a collaborative research project you’re conducting with a student, or other projects, writing, and research you’re doing on your own. And because you’re an expert in your field, you may also receive requests from the team for your response to media inquiries about timely local and national topics that relate to your expertise.
- **You may reach out to Marketing and Communications.** You’re also encouraged to contact Marketing & Communications when you know of a potential opportunity to promote the College’s reputation of excellence.

Did you recently publish or perform your work, present at a conference, or win an award? You can submit information about your milestone for publication in Rollins360’s faculty highlights section. Go to <http://www.360.rollins.edu/submit-news>.

Do you have a story idea or do you need help with a potential project? You can submit a project request and meet with the College communication experts and talk about the possibilities. Go to <http://www.rollins.edu/marketing-communications/project-requests>.

### **MEETING ROOMS AND CAMPUS FACILITIES (SCHEDULING)**

The primary purpose of Rollins College facilities – e.g. classrooms, meeting rooms, common space, residence halls, grounds, etc. – is to serve the College’s academic and operational activities. The scheduling of classrooms, labs, and meeting rooms for specified courses is handled by the Office of Student Records, the Hamilton Holt School, and the Crummer Graduate School. The scheduling of classrooms, other facilities, and outdoor spaces on campus – outside of specified courses – is coordinated by Scheduling & Event Services. For more information, please see <http://www.rollins.edu/scheduling-event-services/index.html>.

### **NOTARIES**

Public notaries can be found in several offices around campus. Please see <http://www.rollins.edu/human-resources/resources/notary-services.html>.

### **PARKING AND TRAFFIC REGULATIONS**

Rules and regulations concerning the use of motor vehicles on the Rollins College campus are administered by the Campus Safety Department. All students, staff, and faculty, are requested to comply with Rollins traffic policies in order to provide for safety and maximum use of existing facilities, and to preserve harmony in the communal life of the campus. Rollins’ traffic regulations, revised as necessary, are available online at [www.rollins.edu/campus.../traffic-parking-policy-rollins-college.pdf](http://www.rollins.edu/campus.../traffic-parking-policy-rollins-college.pdf).

These regulations include information on where parking is allowed and list the fines for failure to obey traffic rules. It is important that all motor vehicles of Rollins College students, faculty, and staff, be registered with the College and identified with a current parking decal. Bike racks are located throughout campus. For further information contact Campus Safety at <http://www.rollins.edu/campus-safety/traffic-parking/index.html>.

### **PAYROLL**

Payroll is disbursed via direct deposit on the scheduled pay date. A pay advice will be emailed to employees two-three days prior to the deposit and may be accessed using the last four (4) digits of the employee’s social security number.

Faculty will receive annual salary in nine equal payments from September-May of the academic year. Pursuant to IRS Section 409A regulations, Rollins College allows faculty a choice to defer pay over 12 equal payments instead of 9 payments. Faculty and exempt (salaried) staff may request their salary in twelve equal payments by submitting the Deferred Pay Election Form to Human Resources before the first day of the academic year in which the they will be paid (i.e., by no later than August 31st of the year prior). Please request the form from Human Resources.

The election to defer pay over 12 months is irrevocable during the academic year and will remain in place in future years unless the employee requests a change in writing. If the employee does not make a deferral election by the August 31st deadline, pay will be disbursed over the 9 months of the academic year. For more information, please see <http://www.rollins.edu/human-resources/services/payroll.html>.



## PRE-COLLEGIATE PROGRAMS

The Rollins Upward Bound program is a Federally-funded TRiO program. Upward Bound has been a program at Rollins since 1980 and serves historically underserved students from middle and high schools across Orange and Osceola counties with the goal of increasing college access and awareness. For more information, please see <http://www.rollins.edu/pre-collegiate-programs/index.html>.

## PURCHASING

At Rollins College, most purchasing actions are conducted by academic and administrative department employees. Purchasing requires obligations for ethical behavior, compliance with government regulations, proper transaction documentation and fiscal responsibility. The College's interests are generally best served when individual departments choose the specific products and services to be used. Rollins College's decentralized purchasing environment means that departments must ensure that sound fiscal management practices are followed and that the purchase of goods or services needed to conduct their activities is made from the best source considering price, quality, and service.

There are several methods that may be used to request items or services. They include: direct check requests, purchasing credit card (P-Card), and purchase requisitions and orders. Purchasing procedures are described fully at <http://www.rollins.edu/purchasing/policy-procedure/index.html>.

- **Direct Pay/Check Request.** Used to request payment for purchases not covered by a purchase order or P-Card. There is an online process whereby direct pays are submitted and approved. Complete the Direct Pay/Check Request within Foxlink under the Employee tab and upload your supporting documentation. Once approved, it will be automatically routed to Accounts Payable for processing.
- **Purchasing Card.** The Rollins College Purchasing Card (P-card) is intended to provide an efficient, cost-effective method of purchasing and paying for small dollar transactions within established usage limits. The program is designed to replace a variety of purchasing options such as small-dollar purchase orders and direct payment vouchers, and reduce the need for expense reimbursement requests, departmental cash advances and petty cash reimbursements. For more information, please see <http://www.rollins.edu/purchasing/>.
- **Purchase Requisitions and Orders.** A purchase requisition may be submitted to Purchasing requesting product/service for which cost is in excess of the department's maximum purchasing card transaction limit. Purchasing will determine if bidding is required and award a purchase order accordingly.

Each Rollins College department will determine the specific type of service, equipment and/or supplies required for normal operation within its given budget allocation. The Purchasing Department can assist the department in identifying the appropriate item(s). Advance planning is a critical success factor in the procurement process. Sufficient advance notice must be given to allow the Purchasing Department to obtain the necessary quotes and to plan for the anticipated delivery lead-time. Purchases made in a rush often result in a combination of poor quality, higher prices, and higher freight costs. *Departments are encouraged to contact the Purchasing Department well in advance for major projects or technically complex needs to plan for the acquisition of equipment and supplies.* For more information, please see <http://www.rollins.edu/purchasing/policy-procedure/index.html>.

- **Purchases with Special Requirements.** These include Emergency Purchases; Sole Source Items; Computers; Computer Equipment; Audio-Visual Equipment; and Furniture. Please see <http://www.rollins.edu/purchasing/policy-procedure/index.html>.
- **Office Supplies:** Contact Purchasing at 407-646-1506 for details.

- **Goods and Services that require the review and approval of specific College departments other than the Purchasing Department** are listed at <http://www.rollins.edu/purchasing/policy-procedure/index.html>.
- **Purchases of Goods and Service for Private Use**. The policy is described at <http://www.rollins.edu/purchasing/policy-procedure/index.html>
- **Unauthorized Purchases**. Regardless of the dollar amount or method, all purchases must be appropriate and necessary for college purposes. Purchases that are not appropriate or necessary will **not** be approved/reimbursed.
- **Contracts**. All contracts above \$3,000 must be signed by the VP for Business & Finance. Prior to signature, they must be reviewed by the AVP for Risk Management for provisions including liability, default, indemnification, and insurance. Contract form is in Foxlink under the Employee Tab, Contract Approval
- **Conflict of Interest and Gratuities**. Rollins College does not purchase goods and services from companies or individuals where there is a recognized potential for conflict of interest.

## RELIGIOUS LIFE

The nurture of the religious life in the Rollins community is the mission of the Knowles Memorial Chapel, whose activities are coordinated by the Dean of Religious Life. The building, designed by Ralph Adams Cram and given by Mrs. Frances Knowles Warren in memory of her father, one of the founding trustees of the College, was dedicated in 1932. Its character and program are interdenominational in seeking both to serve and support persons in a variety of faith-traditions and to emphasize convictions and commitments they share with one another. The chapel is also designed to be the place for the observance of special days that commemorate the College's history and purpose, such as convocations, anniversaries, and baccalaureates.

An interdenominational service is held each Sunday during the academic year. Gatherings for spiritual responses to special crises or celebrations, memorial services, and weddings are also held. During the Christmas season, services of Lessons and Carols have long been a tradition for the community as well as the College. As a liturgical center, the Chapel is the home for Sunday evening Catholic Masses, a variety of musical events, weddings, baptisms, funeral and memorial services. As a place of quiet and retreat the Chapel offers a daily place for meditation, prayer and peace. In addition, several student organizations foster religious life. For more information about the Chapel, please see <http://www.rollins.edu/chapel/>.

## RESIDENTIAL LIFE AND EXPLORATIONS

With a few exceptions, all full-time CLA students with less than 60 semester hours must live on campus. Residential Life and Explorations is committed to creating inclusive, secure and well-maintained learning environments that are conducive to, and focused on holistic student development, student learning, and success. This office also oversees new student orientation, peer educators (resident assistants, peer mentors), living learning communities, and supports the Rollins College Conference (RCC) program.

A variety of programs and resources are offered to assist students with their transition to college and help them engage in a lifelong pursuit of scholarship. Residential Life and Explorations focuses on synthesizing the liberal arts academic curriculum, student development, leadership development, and community engagement to help students become responsible leaders and global citizens. In order to accomplish this mission and support the College, Residential Life and Explorations recognizes that the work that needs to be done is bigger than the department alone. As such, intentional collaboration with students, faculty and staff is critical to the Office's success. For more information, please see <http://www.rollins.edu/residential-life-explorations/index.html>.



## STUDENT MEDIA

Student publications include the student newspaper, *The Sandspur*; the *Tomokan* yearbook; *Brushings*, the student literary magazine; *The Independent*, an independent publication; the WPRK- FM radio station, and Tars Media Production, commissioned projects from Rollins campus departments. For more information, please see <http://www.rollins.edu/student-affairs/community/student-media.html>.

## TUTORING AND WRITING CENTER

The Thomas P. Johnson Tutoring and Writing Center is a comprehensive academic support center with programs designed to challenge students to take responsibility for their own learning and provide them with the tools and feedback to develop learning strategies to achieve academic success.

The Writing Center, staffed by trained peer consultants from across the curriculum, welcomes writers at any stage of the writing process, from brainstorming to revising to final editing. Writers of all abilities benefit from trying out their work on an audience. Through one-on-one conversations and occasional group sessions, consultants serve students, sharing strategies, questioning rhetorical choices, and then summarizing their discussions on a form given to clients and copied to professors. For more information about the Center, please see <http://www.rollins.edu/library/twc/writingconsulting.html>.

The Peer Tutoring Program trains peer tutors nominated by faculty to work with students in most academic departments. Since peer tutors have recently succeeded in these courses, they can guide student clients in trying more effective reading, learning, and problem-solving techniques and can give feedback on students' understanding of course concepts, in preparing for class, for tests and in the early stages of writing papers. Tutors can monitor students' strategic use of these skills in later sessions, both individual and group. Professors and student clients receive copies of the tutoring notes made during each session. For more information about the program, please see <http://www.rollins.edu/library/twc/tutoring.html>.

## TITLE IX

As Rollins continues to strengthen our commitment to preventing and addressing all forms of sex and gender based discrimination (sexual harassment, sexual violence, stalking, and intimate partner violence) the College has established a dedicated position of Title IX coordinator and part-time investigator on our campus. The Office of the Title IX Coordinator serves as the primary point of contact and education and resource center for all sexual assault prevention, reporting, bystander training, and outreach activities on campus. Collaborating closely with the Wellness Center, the Title IX office works to help promote a more effective and coordinated response for victims of sexual assault and harassment. Please see <http://www.rollins.edu/sexual-misconduct/index.html> for policies, resources, and processes.

## WELLNESS CENTER

The Wellness Center provides both Health Services and Counseling Services for all undergraduate residential, Holt evening, and Crummer students. Emergency sessions are always accepted, however, appointments are strongly encouraged. After regular business hours, (Monday-Friday 8:30 – 5:00), call 911 or visit the Wellness Center website for a list of local clinics. That website can be found at <http://www.rollins.edu/wellness-center/frequently-asked-questions/index.html>.

Health and counseling appointments are offered free of charge to all currently enrolled undergraduate and graduate students. Counseling Services include individual counseling; group counseling, victim advocacy, and referral to off-campus professional resources and consultation. Faculty can consult confidentially with the counseling staff about a student, classroom problem, or other professional matters. All student counseling is confidential and does not appear on any college record. For more information about Counseling Services, please see <http://www.rollins.edu/wellness-center/counseling/index.html>.

Health Services include well care exams, sexual and reproductive health testing and counseling and episodic care (e.g. for colds, flu). A description of these services can be found at:

<http://www.rollins.edu/wellness-center/health-services/index.html>.

### **WPRK-FM 91.5**

WPRK is an FM radio station owned by Rollins and licensed by the Federal Communications Commission (FCC) to broadcast at 91.5 megahertz. The studio is located in the basement of the Mills Memorial Center and covers the Winter Park/Orlando/Maitland area. WPRK broadcasts Rollins events and provides educational opportunities for faculty and students. Programming includes an eclectic mix of musical genres, sports, news and specialty shows. For more information, please see <http://wprk.org>.

*Rev. 6-1-17, Formatting and Hyperlinks Only*

*Rev. 9-27-16*

*Rev. 7-31-15*

*Rev. 6-24-14*

*Rev. 10-18-10*

*Rev. 7-17-09*

*Rev. 5-21-08*